

Credential Application

Remit to:
 State of Wisconsin
 Department of Commerce-Credentialing
 P.O. Box 78780
 Milwaukee WI 53293-0780
 Phone (608) 261-8500
 TDD #: (608) 264-8777
 7:45 a.m. - 4:30 p.m.

**THE CREDENTIAL WILL NOT BE
 PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	

COMMERCIAL PLUMBING INSPECTOR CERTIFICATION

Application and Exam Fee (nonrefundable): \$30.00 class code 7630 . Make checks payable to: Department of Commerce. The fee consists of a \$10.00 application fee and an exam fee of \$20.00. When the exam is passed, the applicant will be asked to pay a \$30.00 credential fee, which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from June 30th. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

Reason for Credential: A person who holds a credential issued by the department as a certified commercial plumbing inspector may conduct inspections of public buildings and places of employment for the purpose of administering and enforcing the Plumbing Code in a certified municipality.

Requirements of Credential: A person who inspects public buildings and places of employment as a certified commercial plumbing inspector shall:

- Maintain a record of the inspections made including the date and the findings of the inspections;
- Provide a copy of the inspection report to the owner of the property or his or her agent; and
- Make available to the department upon request his or her inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Education Hours Required to Renew: The renewal of a credential as a certified commercial plumbing inspector shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education. Failure to fulfill continuing education obligations may delay renewal or necessitate reexamination. People unable to attend lectures or seminars may be able to obtain the necessary continuing education hours through correspondence courses. A person who holds a credential as a certified commercial plumbing inspector may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

APPLYING FOR COMMERCIAL PLUMBING INSPECTOR CREDENTIAL

A person may obtain a credential as a certified commercial plumbing inspector by one of the following methods:

Method 1 Taking and passing the commercial plumbing inspector examination.

Method 2 Having a current master plumber or journeyman plumber credential.

Apply for the credential by following the instructions for method 1 or method 2.

METHOD 1 - Examination

Examination: In order to obtain the credential, the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters Comm 5, Wisconsin Administrative Code; and Comm 81-87, Wisconsin Administrative Code. This exam is open book. Copies of current Wisconsin Administrative Code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253.

You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. These can also be purchased through Document Sales @ (608) 266-3358 or @ (800) 362-7253. The publication titles and numbers are as follows:

Form #	Document Title
SBD-10571-P	Holding Tank
SBD-10567-P	Conventional Soil Absorption
SBD-10573-P	Pressure Distribution
SBD-10572-P	Mound
SBD-10570-P	At-Grade
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution

To schedule an exam:

- In the following table, circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:	This is a 6-hour exam and will be scheduled for the a.m. and p.m.
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Circle the exam location of your choice below.
Then below the location, circle the day you would prefer to take the exam.

2006 Exam Schedule-Soil Testers at Every Site			
GREEN BAY <i>Howard Johnson Inn</i> 2580 S Ashland Ave 920-499-5121	BLACK RIVER FALLS <i>Holiday Inn Express Hotel</i> W10170 Hwy 54 E 715-284-0888	PEWAUKEE <i>Waukesha County Technical College WCTC</i> 800 Main St 262-695-3474	HAYWARD <i>Hayward Inn & Suites</i> 10290 Hwy 27 S (715) 634-4100
August 15		August 1	
	September 19	September 13	
October 10		October 3	October 18
	November 14	November 7	
		December 5	

Day phone number:

2007 Exam Schedule-Soil Testers at Every Site				
GREEN BAY <i>Regency Suites Hotel</i> 333 Main St 920-432-4555 Wednesdays	MADISON <i>Radisson Hotel</i> 517 Grand Canyon Dr. 608-833-0100 Tuesdays	BLACK RIVER FALLS <i>Holiday Inn Express Hotel</i> W10170 Hwy 54 E 715-284-0888 Wednesdays	PEWAUKEE <i>Waukesha County Technical College WCTC</i> 800 Main St 262-695-3474 Wednesdays	HAYWARD <i>Hayward Inn & Suites</i> 10290 Hwy 27 S 715-634-4100 Wednesdays
		January 10	January 17	
February 21		February 7	February 14	
		March 7	March 14	
April 11	April 24	April 4		April 18
		May 9	May 16	
June 6		June 13	June 20	
		July 11	July 18	
August 8	August 21	August 15		
		September 12	September 19	
October 3		October 10	October 17	October 24
		November 7	November 14	
	December 11			

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

METHOD 2 - Holding a Master Plumber or Journeyman Plumber Credential

Attach a copy of your current master or journeyman plumbing license.

Fee Submitted (nonrefundable): class code 7630

Make checks payable to: Department of Commerce (see table below). The credential will be effective for 4 years from June 30th.
Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$36.25	May	\$33.75	September	\$38.75
February	\$35.63	June	\$33.13	October	\$38.13
March	\$35.00	July	\$40.00	November	\$37.50
April	\$34.38	August	\$39.38	December	\$36.88